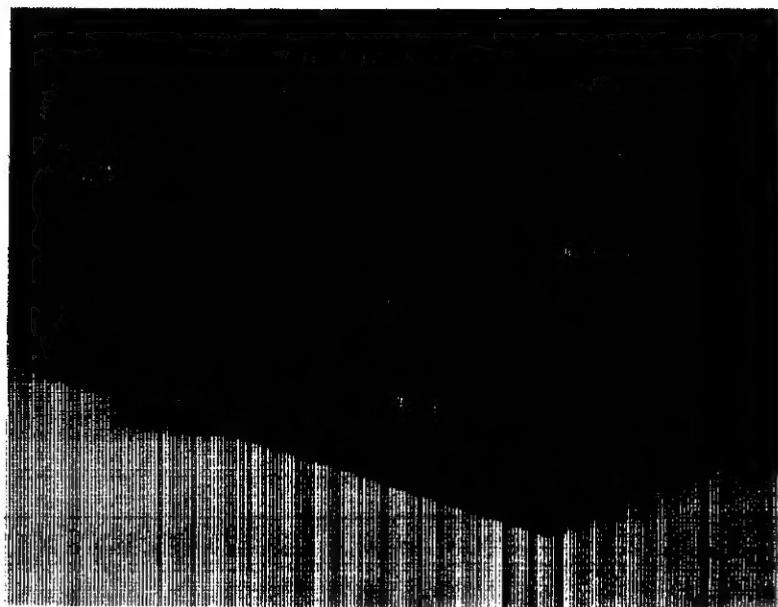


CENTRAL INTELLIGENCE AGENCY

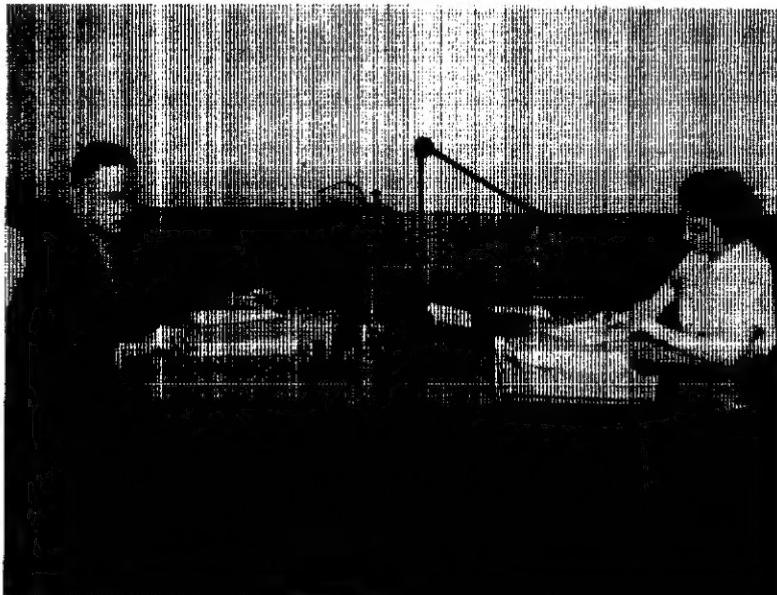
SECURITY DESK TRAYS PRESENTED FOR YOUR USE AS
A FEATURE OF THE AGENCY'S RECORDS MANAGEMENT PROGRAM

Security Desk Trays



The security desk trays shown above, were developed by the Agency for the storage of your day-to-day working papers. They offer a number of advantages over the standard open-top trays and their general use throughout the Agency is recommended. Please review the advantages illustrated on the succeeding pages. Your Area Records Officer will be glad to discuss your problems and procurement and use of the boxes with you. Additional information may be obtained by calling the Records Services Division, GSO, Extension 3809.

Daytime Use of Security Desk Trays by Secretaries,
Clerks, Analysts, Supervisors and Executives

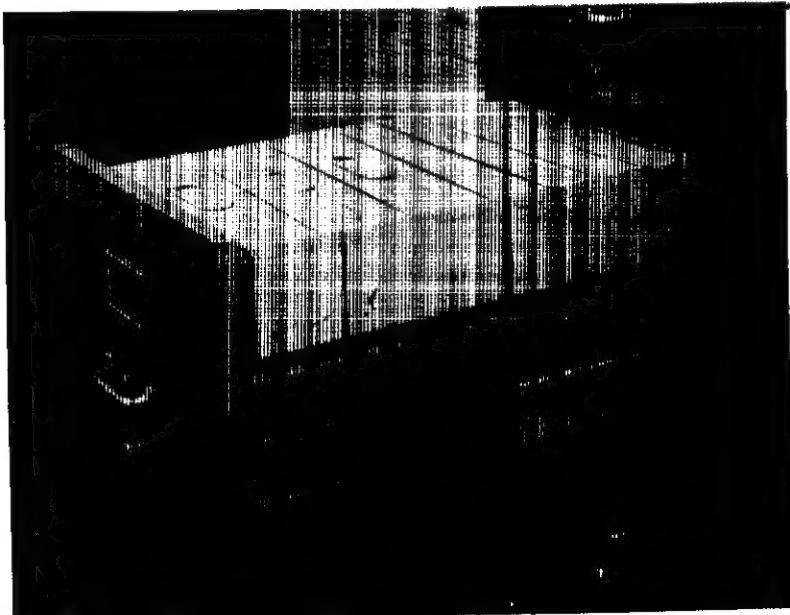


Security desk trays are the same general size as the usual open-top desk trays but are available in both 2½" and 4" depths. The 4" box is provided for persons whose work requires the retention at hand of more material that can conveniently be packed in a regular desk tray when putting current work away for night storage.

The trays will be available in both gray and mahogany-toned steel. Both top and bottom are covered with nylon padding to prevent marring and scratching desks. The top is removable and is easily put out of the way by placing under the tray when in use.

The top is equipped with a pick-resistant key lock for protection when the user is momentarily away from his desk. However, this does not eliminate the necessity for complying with existing security regulations concerning the guarding and handling of classified documents.

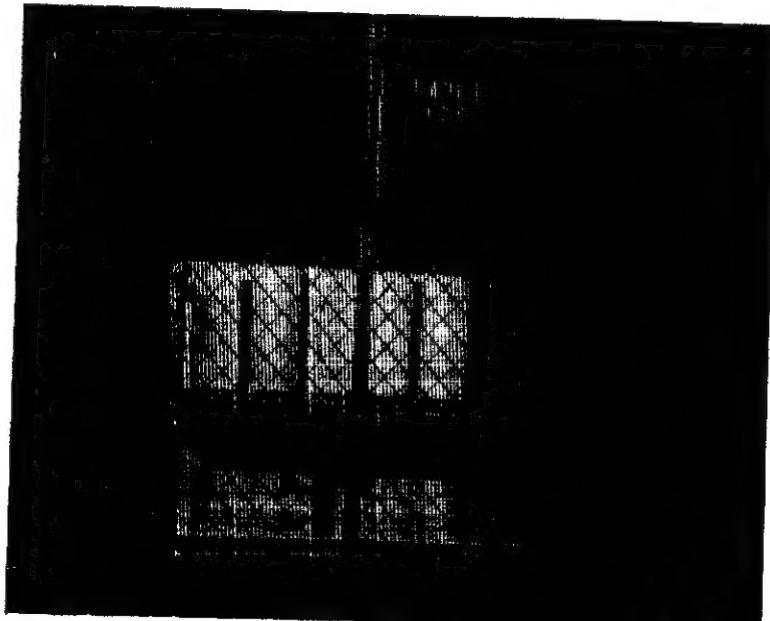
Consolidated Night Storage in Safe Cabinets



In offices where vaulted areas are not available, security desk trays permit the overnight storage of material for from 6 to 9 persons in a single safe drawer, dependent on the size boxes used. There is a name plate on the side for the ready identification of the individual users.

A considerable portion of the drawer space of all safe cabinets are used for overnight storage. An honest effort to reduce overnight storage requirements will afford considerable economies in the Agency's procurement of additional safes and will make your office more comfortable by reducing the space required for new safes or by permitting the transfer of unneeded safes.

Overnight Storage of Security Desk Trays in Vaulted Areas



When vaulted areas are available or can be established, it is strongly recommended that they be used for the overnight storage of day-to-day work papers of nearby personnel. This will eliminate the uneconomical use of expensive safes and reduce security risk through the reduction of the number of locks that can be left open. The pick-resistant locks on the boxes are an assurance to the users that their material cannot be tampered with or examined by other persons having access to the vaulted areas after hours or during the users absence.